

# ITEA Form #1

<b>Tracking Number:</b>
-------------------------

## REQUEST FOR ASSESSMENT OF TECHNICAL ARCHITECTURE

This form is to be used for the following purposes: (1) to recommend a technology product, application or solution for inclusion in the technical architecture; (2) to recommend an update to a product, application or solution that is currently included in the technical architecture; or (3) to determine if a product, application or solution is in compliance with the existing technical architecture. Once complete, the requester may submit this form either manually or electronically to the Division of the State Chief Information Officer. Where possible, additional information should be submitted to enhance assessment. Such additional information may also be submitted with this form either manually or electronically. If submitting information manually, mail to: Division of State CIO, 4430 Broad River Road, Columbia, SC 29210.

### BASIC INFORMATION (required for all requests):

<b>Name of Requestor:</b>	<b>Submittal Date:</b>
<b>Agency:</b>	<b>Telephone Number:</b>
<b>Address:</b>	<b>Email Address:</b>
<b>Position:</b>	<b>Fax Number:</b>
<b>Architecture Domain:</b>	<b>Discipline:</b>
<b>Agency Director/Committee Chair Authorization: (if applicable)</b>	

### TYPE REQUEST (required for all requests):

<b>Change to Existing Technical Architecture:</b> <input type="checkbox"/> Addition to Technology Architecture <input type="checkbox"/> Update to the Existing Technology Architecture
<input type="checkbox"/> Assessment of Compliance with Existing Technology Architecture

**IF ADDITION TO TECHNOLOGY ARCHITECTURE ONLY - PROPOSED TITLE/NAME:** *(The title or name should uniquely identify the technology to be assessed. It might include product name, copyright owner, version/release identification, etc.)*

--

### PRIORITY (required for all requests):

<input type="checkbox"/> High Priority <i>(significant impact on agency operation)</i>
<input type="checkbox"/> Medium Priority <i>(normal processing)</i>
<input type="checkbox"/> Low Priority <i>(can be delayed if necessary)</i>

**DESCRIPTION OF TECHNOLOGY TO BE ASSESSED FOR COMPLIANCE ONLY:** *(Provide a description of the technology to be assessed for compliance with an existing technical architecture standard)*

Describe the proposed addition/change to the technology architecture:
Describe any known areas in which this technology may conflict with existing technical architecture standards:
Describe the current base of installation and history associated with its implementation:
Identify additional requirements for the implementation of this technology:
Identify where the technical expertise necessary to manage this proposed technology will be acquired:
Provide other information as appropriate:

**PURPOSE, PRIORITY AND CONSTRAINTS/MANDATES** (required for all requests): *(Describe briefly the need or problem being addressed with this technology from the agency perspective)*

Describe areas or processes to which the technology would be applied:
Describe any changes in business processes that would result from the adoption of the technology as a standard:
Describe the degree to which the adoption of this proposed standard might impact suppliers, peers, customers, or clients:
The proposed addition/change will significantly alter the meaning or intent of which principle, technical standard or product standard?
How will proposed addition/change impact the status of a product, i.e. from mainstream to containment, from emerging to mainstream, from containment to obsolete, or introducing a new product as emerging?

**Provide other information as appropriate:**

**IMPACT ON OTHER DOMAINS (required for all requests):** *(if known, what is the requestor's estimate of the impact of an assessment of technical compliance on the any of the following domains and their disciplines)*

**Presentation Services:**

**Communication Services:**

**Security**

**Computing Services:**

**Enterprise Applications:**

**Systems Management Services:**

**FINANCIAL IMPACT (required for all requests):**

**What do you expect this implementation to cost, over what time period:**

**What are you currently spending to perform this function:**

**If savings and efficiencies are anticipated, identify the efficiencies, the estimated amount of savings, the source(s) of such savings, and whether the cost savings are one-time or recurring. Also, identify the time(s) at which the savings will be realized.**

**If known, what is your peer group/benchmark spending, using what technology: *(identify source(s) of data)***

**MIGRATION CONSIDERATIONS (if any):** *(outline your migration strategy, including timetable and resource requirements.)*

**ADDITIONAL BACKGROUND:** *(List evaluation criteria, alternatives considered, and any other pertinent information and analysis used in preparing this proposal)*